

BIDDER'S CHECKLIST

Rev. 11/04

This checklist is provided as a convenience to bidders in areas where past experience indicates such instruction can be helpful. It is not represented as being comprehensive and compliance therewith does not relieve the bidder of responsibility for compliance with any bid requirement which may not be mentioned specifically in these instructions.

BID BLANK (Form 375-020-17)

_____ Bidder's Company Name, Vendor Number and Letting Date.

_____ Total(s) shown on face of Bid Blank (Totals should include contingency amounts if applicable).

PROPOSAL OF FORM (FORM 375-020-08)

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_____ Company name, Bidding Office street address, E-mail address, F.E.I.D. number., fax number and telephone number shown.

_____ All Addenda acknowledged.

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_____ Provide material information and associated costs concerning Trench Safety Work. Write N/A if Trench Safety Work is not applicable.

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_____ Notate any "Exceptions" that cannot be attested to concerning Items 1-11 on page 3.

_____ Complete the appropriate business entity block; ensure that entity name, titles, signatures, and seals are included as specified.

_____ Identify State where organized and existing. Note: Ensure your Company is authorized to do business in the State of Florida.

DISKETTES/BID ITEM SHEETS

_____ Download EBS file from provided Proposal CD onto new formatted diskette.

_____ Identify the diskette by writing the Proposal/Contract ID Number, Vendor Number, Letting Date and Company Name on a label attached to diskette.

_____ Ensure a hard copy of bid item sheets is printed prior to working on the diskette.

_____ Ensure all bid item sheets are printed from the diskette when completed and submitted to the Department.

_____ No changes in quantities or items added or deleted unless authorized by Contracts Office Addendum or downloaded and changed by amendment.

DISKETTES/BID ITEM SHEETS (CONT'D)

_____ Provide completed diskette with submitted bid.

_____ When making changes to the hard copy, print legibly in ink so prices and figures can be read easily and initial.

_____ When applicable, Bid on Alternates as listed.

D.B.E.

_____ Bid Opportunity List.

_____ Visit "<http://www.dot.state.fl.us/equalopportunityoffice/> for latest DBE directory listing.

PREQUALIFIED FIRMS ONLY

_____ Return a Certification of Current Capacity (Form 375-020-22), and Status of Contracts on Hand (Form 375-020-21), with (1) Bid submitted for each Letting or mail to the Contracts Administration Office if electronically bidding via Internet to be received by the day of the letting.

NOTE: Joint ventures require a set of these forms for each party in the Joint Venture.

OTHER

_____ Bid should be submitted either via Internet or hard copy but not both.

_____ Read special provisions and advertisement to see if other materials are to be submitted with Bid Document.

_____ Check the Contracts Administration website "<http://www.dot.state.fl.us/contractsadministrationdistrict5/>" regularly for notification on any Supplemental Special Provisions, Amendments or Addenda.

_____ Place each bid in the provided envelope and write bidder's name, financial project number and letting date on front of envelope.

_____ Complete the Bid Total Sheet and submit in an envelope attached to sealed bid.

_____ Submit bids on timely basis as outlined in the advertisement or addendum (if applicable). (Proposals received after the time set for receiving of the bids will be returned to the Bidder.)

BID OR PROPOSAL BOND CHECKLIST

Proposal Guaranty (Form 375-020-09 06/04)

STAPLE BOND INSIDE FRONT COVER OF BID DOCUMENT ALONG WITH APPLICABLE POWER OF ATTORNEY

_____ Proposal Guaranty acceptable to DOT (See Bid Solicitation Notice).

_____ If submitting bid electronically via Internet and not using electronic bond submittal, submit a hard copy to the Contracts Administration Office by the deadline to receive bid documents for the letting.

_____ Bidder's Name Shown

_____ Bonding Company's name shown, County, Federal Aid No.(s) (if applicable) and Financial Project Number(s) identified.

_____ Date Bond executed, Surety Name, Seal, Signature of FL Licensed Insurance Agent or Attorney-in-Fact for Surety Company, Name printed with Power of Attorney form attached.

_____ Countersigned by Florida Licensed Insurance Agent (if needed) with name printed to the right.

_____ State and County name where attestation is taking place.

_____ Properly notarized statement. Re: Florida Insurance Agent personally known or ID produced, name of surety, city and state, date notarized, signature and seal of notary indicating state where licensed and expiration date.

1. Each bid proposal contains Declaration of Non-Collusion verbiage and must be executed by the Bidder's Representative whose signature appears on Page Four (4) of the "Proposal Of" document. This must be the person who makes the final decision with regard to the prices and amount quoted in the bid.
2. Bid rigging, combinations or conspiracies to restrain competition, and the making of false statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. It is imperative that the person who will execute the document examine it carefully before signing it and assure himself or herself that each of the statements in it are true and accurate. If for any reason the bidder cannot attest to each of the statements on Page Three (3) of this document without qualification or reservation, the necessary qualification or reservation must be noted on Page Four (4) in the "Exceptions" area or on an attached sheet. The facts and circumstances on which such qualification or reservation are based must be set out in writing submitted as a part of or together with the executed document.
3. In the case of a bid submitted by a Joint Venture, each party to the venture must be identified in the bidding document. The signature of the President or Vice President from each prequalified company certifies that the individual is in compliance with Items 1-11 on Page Three (3) or has listed the appropriate exceptions. Additionally, the attorney-in-fact for the Joint Venture must also sign where indicated.
4. The term "complementary bid" as used in this document has the meaning commonly associated with that term in the construction industry and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or non-competitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
5. In order to carry out the requirements of Paragraph Seven (7) on Page Three (3), the bidder must make diligent inquiry of all other persons employed by or associated with the bidder with responsibilities relating to the preparation, approval or submission of the bid. Such inquiries need not be made of secretarial or clerical employees, and other persons performing purely ministerial functions, who do not have either actual or apparent authority to act on behalf of the firm with regard to the project.
6. **Failure on the part of the bidder to properly sign the bid on Page Four (4) certifying that he/she is in compliance with these instructions shall result in disqualification of the bid.**

CALL (850) 414-4000 IF YOU HAVE ANY QUESTIONS.